



IDAHO REAL ESTATE COMMISSION  
P. O. Box 83720, 633 N. 4<sup>TH</sup> Street  
Boise, ID 83720-0077  
TEL: (208) 334-3285; FAX (208) 334-2050  
(866) 447-5411 TOLL FREE IN IDAHO  
TRS: (800) 377-3529  
WEB: [www.irec.idaho.gov](http://www.irec.idaho.gov)

*Applications for course credit should be submitted to the Real Estate Commission office no later than sixty (60) days prior to the licensee's license renewal date.*

## Licensee Request for Continuing Education Credit

*Idaho Code 54-2023 provides that licensees may receive continuing education credit for non-certified courses under certain conditions. Certified courses offered through certified Idaho course providers are automatically posted to your account. This form should be submitted only for courses not certified by the Commission.*

*To have a non-certified course evaluated for CE credit, complete this form and submit it with all attachments listed below. A copy of this form will be returned to you showing credit granted. You may also log in to check your education record through the Commission's website at [www.irec.idaho.gov](http://www.irec.idaho.gov).*

### Personal Information

Your Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (Required): \_\_\_\_\_

#### List Non-Certified Courses for Which Credit is Requested:

Title	Hours	Date of Course Completion

NOTE: Idaho law requires active licensees to complete a Commission CORE course plus 16 elective hours during each license renewal period. Licensees changing from inactive to active status must also complete this education requirement. Any course or program must be at least two (2) hours in duration. Excess hours may not be carried forward to future renewal periods.

### Required Attachments

Checklist	Attachments	IREC Only
	Valid course completion certificate*, or a letter signed by the provider verifying your attendance, for <u>each</u> course to be considered	
	Copy of the provider's description of the course content (advertising brochure, course outline, etc.)	

\*Certificates must be completed by the provider and must include your name, name of the course provider, number of hours earned, and signature of the provider's representative. **Please don't send original documents – we are unable to return them to you.**

#### DO NOT WRITE BELOW THIS LINE – FOR IREC USE ONLY

You were granted \_\_\_\_\_ CE elective hours toward your license renewal period ending \_\_\_\_\_, 2 \_\_\_\_.

\_\_\_\_\_  
Education Director

\_\_\_\_\_  
Date

**Keep this Individual Request with your license records for one (1) year after the date of your license renewal in case you are audited for Continuing Education compliance.**